



H E L P   D O C U M E N T A T I O N

# FastLane Help System

## Proposal Review



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## Introduction

### Proposal Review Introduction

NSF seeks to support the most meritorious research, whether basic or applied, to meet our statutory responsibilities. Reviews play a key role in our evaluation of research proposals.

Prepare and submit your proposal review through FastLane. In the Proposal Review Form, we ask for you to do the following:

- Comment in detail on the quality of the proposal
- Provide an overall rating of the proposal
- Identify the proposal's strengths and weaknesses for each NSF Merit Review Criterion:
  - What is the intellectual merit of the proposed activity?
  - What are the broader impacts of the proposed activity?
- Provide a summary statement that includes the relative importance of the two criteria in assigning your rating. (You do not have to weigh the criteria equally.)

The Proposal Review Form also asks you to do the following:

- Indicate any potential conflicts of interest that you might have in evaluating the proposal (optional if no conflict of interest exists).
- Recommend any other qualified reviewers for this proposal (optional).

See Note to Reviewers of Career Proposals if you are reviewing a proposal for the NSF Careers Program.

As of reviewer, you are obligated to maintain the confidentiality of both the proposal you are reviewing and also your review.

To begin preparing a review, see Log In to Proposal Review and Prepare a Proposal Review.

Thank you for your help in evaluating a proposal. Reviews are important to NSF's evaluation of proposals and provide important feedback to the Principal Investigators. We appreciate the time and thought that go into preparing them.

## **NSF Merit Review Criteria for Proposals**

In your review, identify the proposal's strengths and weaknesses for each NSF Merit Review Criterion:

- What is the intellectual merit of the proposed activity?
- What are the broader impacts of the proposed activity?

Below are potential considerations for each criterion. These are only suggestions for evaluation, and not all will apply to any given proposal.

### **What is the intellectual merit of the proposed activity?**

- How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields?
- How well qualified is the proposer (individual or team) to conduct the project? (If appropriate, the reviewer will comment on the quality of prior work.)
- To what extent does the proposed activity suggest and explore creative, original, or potentially transformative concepts?
- How well conceived and organized is the proposed activity?
- Is there sufficient access to resources?

### **What are the broader impacts of the proposed activity?**

- How well does the activity advance discovery and understanding while promoting teaching, training, and learning?
- How well does the proposed activity broaden the participation of underrepresented groups (such as gender, ethnicity, disability, geographic, etc.)?
- To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships?
- Will the results be disseminated broadly to enhance scientific and technological understanding?
- What may be the benefits of the proposed activity to society?

## **Merit Review Criteria Letter**

For the Dear Colleague Letter for reviews, see NSF Merit Review – Dear Colleague Letter. (This link takes you out of the FastLane system.)

## Obligation for Confidentiality

NSF receives proposals in confidence and protects the confidentiality of their contents. As a reviewer, you are obligated to maintain the confidentiality of both the proposal you are reviewing and also of your review.

Please observe the following practices to maintain this confidentiality:

- Do not copy, quote from, or otherwise use or disclose to anyone, including your graduate students or postdoctoral or research associates, any material from any proposal you are asked to review. Unauthorized disclosure of confidential information could subject you to administrative sanctions.
- If you believe a colleague can make a substantial contribution to the review, please obtain permission from the NSF Program Officer *before* disclosing either the contents of the proposal or the name of any applicant or Principal Investigator.
- When you have completed your review, *be certain to destroy the proposal*.
- Safeguard the six-character alphanumeric PIN that NSF has assigned to this proposal-reviewer combination.



## Potential Conflicts of Interest

If you have an affiliation or financial connection with the organization or person submitting the proposal that might be construed as creating a conflict of interest, describe those affiliations or interests in the **Conflict of Interest** section under "**Prepare Review.**"

Even if you have any affiliation or interests that represent a potential conflict of interest, NSF would like your review unless you believe you cannot be objective.

An NSF Program Officer will examine any statement of affiliations or interests for the existence of a conflict of interest. If you do not include a statement of potential conflicts of interest, NSF assumes that you have no conflicting affiliations or interests.

## Note to Reviewers of Career Proposals

NSF established the Faculty Early Career Development (Career) program in 1994 in recognition of the critical roles that faculty members play in integrating research and education and in fostering the natural connections between the processes of learning and discovery. The Career program is an NSF-wide activity that offers NSF's most prestigious awards for junior faculty members and that embodies NSF's commitment to encourage faculty to practice, and academic institutions to value, integration of research and education.

The intent of the Career program is to provide stable support at a sufficient level and duration to enable awardees to develop careers as outstanding teacher-scholars in the context of the mission of their organization.

Career awards have a duration of 5 years. The minimum Career award (including indirect costs) is \$400,000 for all NSF directorates. The exception is the Directorate for Biological Sciences (BIO), where the minimum Career award is \$500,000. See the solicitation (NSF 05-579) on the Career Home Page (<http://www.nsf.gov/career>).

The Career program announcement stipulates that the Project Description be developed in consultation with the department head or equivalent organizational official. It should include the following:

- A description of the proposed research project, including preliminary supporting data where appropriate, specific objectives, methods and procedures to be used, and expected significance of the results
- A description of the proposed educational activities, including plans to evaluate their impact
- A description of how the research and educational activities are integrated with one another
- Results of prior NSF support, if applicable

Successful Principal Investigators (PIs) propose creative, integrative, and effective research and education plans that are developed in the context of the mission, goals, and resources of their organization and that build a firm foundation for a lifetime of integrated contributions to research and education. Although excellence in both education and research is expected, activity of an intensity that leads to an unreasonable workload is not. It is not necessary to address the research and educational activities separately, if the relationship between the two is such that the presentation of the integrated project is better served by interspersing the two throughout the Project Description.

In your review of Career proposals, we ask that you consider the Departmental Letter, found in the proposal's Supplementary Documentation section. The letter must be signed by the PI's department head or equivalent organizational official. It should demonstrate an understanding of, and a commitment to, the effective integration of research and education as a primary objective of the Career award. A letter that fails to acknowledge institutional commitment to the professional development and mentoring of the PI may disadvantage an otherwise outstanding proposal.

Present your detailed comments on the quality of a Career proposal in the framework of the two Merit Review Criteria used to evaluate all NSF research:

- What is the intellectual merit of the proposed activity?
- What are the broader impacts of the proposed activity?

The Proposal Review Form also asks you to do the following:

- Indicate any potential conflicts of interest that you might have in evaluating the proposal (optional if no conflict of interest exists)
- Recommend any other qualified reviewers for this proposal (optional)

As a reviewer, you are obligated to maintain the confidentiality of both the proposal you are reviewing and also your review.

To begin preparing a review, see Log In to Proposal Review and Prepare a Proposal Review.

Thank you for your help in evaluating a proposal. Reviews are important to NSF's evaluation of proposals and provide important feedback to the Principal Investigators. We appreciate the time and thought that go into preparing them.



# Prepare and Submit Proposal Review

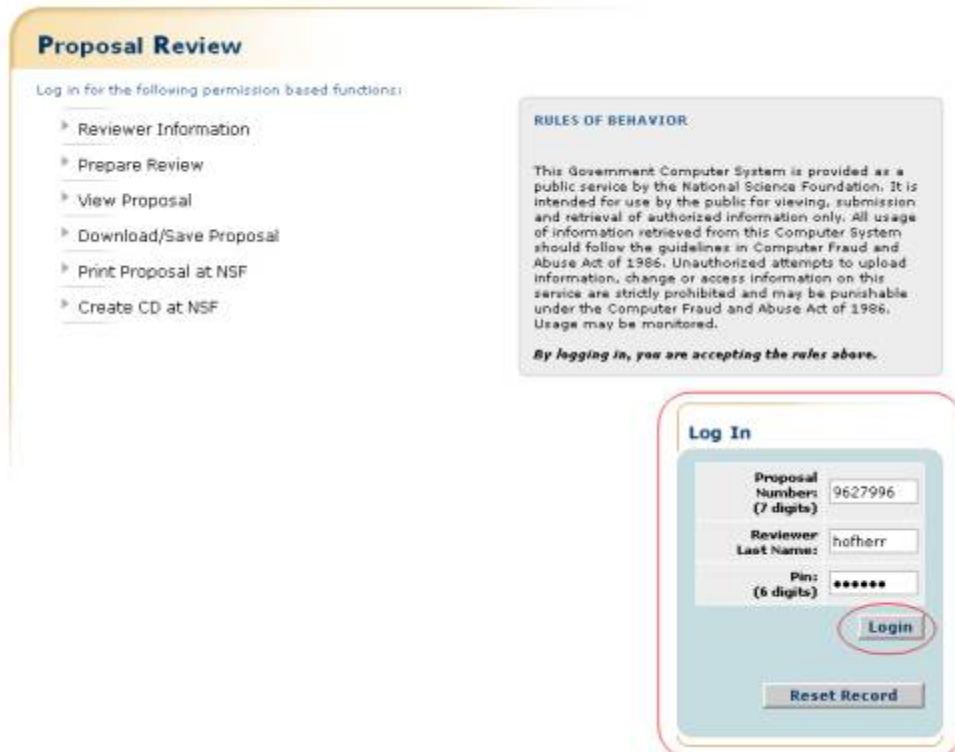
## Log In to Proposal Review

1. On the **FastLane Home Page** screen (Figure 1), click **Proposal Review**. The **Proposal Review** screen displays (Figure 2).



The screenshot shows the FastLane Home Page. At the top, there is a navigation bar with links: NSF Home, News, Site Map, FastLane Help, Grants.gov Help, and Contact Us. Below this is the FastLane logo and a description: "FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. [More About FastLane...](#)". To the right of the logo is a support box with the text: "FastLane User Support (7 AM to 9 PM Eastern Time • M-F) 1-800-673-6188 FastLane Availability (recording): 1-800-437-7408". Below the navigation bar is a horizontal menu with the following items: Proposals, Awards and Status; Proposal Review (circled in red); Panelist Functions; Research Administration; Financial Functions; Honorary Awards; Graduate Research Fellowship Program; and Postdoctoral Fellowships and Other Programs. On the left side, there is a "Quick Link" section with four links: Registration Information, Award Search and Funding Trends, FastLane FAQs (Opens new Browser Window), and Grants.gov FAQ (Opens new Browser Window). On the right side, there is an "Advisories" section with four entries: 08/01/07 - FastLane changes to reduce the use of Social Security Numbers (SSNs) will be implemented on August 4, 2007.; 07/31/07 - FastLane changes to reduce the use of Social Security Numbers (SSNs) will be implemented on August 4, 2007.; 07/05/07 - Information on the Use of Designated Fonts in NSF Proposals (Opens new browser window); and 06/22/07 - Starting June 23rd, NSF is making it easier for PIs to report journal publication citations as part of their

Figure 1 FastLane Home Page screen. The Proposal Review link is circled.



The screenshot shows the Proposal Review screen. At the top, there is a "Proposal Review" header. Below the header, there is a section titled "Log in for the following permission based functions:" with a list of links: Reviewer Information, Prepare Review, View Proposal, Download/Save Proposal, Print Proposal at NSF, and Create CD at NSF. To the right of this list is a "RULES OF BEHAVIOR" section with the text: "This Government Computer System is provided as a public service by the National Science Foundation. It is intended for use by the public for viewing, submission and retrieval of authorized information only. All usage of information retrieved from this Computer System should follow the guidelines in Computer Fraud and Abuse Act of 1986. Unauthorized attempts to upload information, change or access information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986. Usage may be monitored. By logging in, you are accepting the rules above." Below the rules section is a "Log In" form with the following fields: Proposal Numbers (7 digits) with the value 9627996, Reviewer Last Name: with the value hofherr, and Pin: (6 digits) with the value \*\*\*\*\*. There is a "Login" button and a "Reset Record" button. The "Login" button is circled in red.

**Figure 2 Proposal Review screen. The Log In section and the Log In button are circled.**

2. Read the Rules of Behavior (Figure 2). You signify your acceptance of the Rules of Behavior by logging in.
3. In the **Log In** section (Figure 2), do the following:
  - In the **Proposal Number** box, type the proposal number given to you by the NSF Program Officer.
  - In the **Reviewer Last Name** box, type your last name.
  - In the **Pin** box, type the proposal PIN given to you by the NSF Program Officer.
4. Click the **Login** button (Figure 2). The **Proposal Review** screen displays (Figures 3 through 8) with these options:
  - [Prepare a review](#)
  - [View the proposal](#)
  - [Download and save the proposal](#)
  - [Have NSF print and mail the proposal to you](#)
  - [Have NSF make and mail a CD of the proposal to you](#)
  - [Edit your information on file with NSF](#)
  - [Add to or update your demographic information](#)

## Proposal Review

Reviewer Information <span style="float: right; border: 1px solid black; padding: 2px 5px;">Edit</span>		Proposal Information	
<b>Name</b>	Professor Brian Gleeson	<b>Proposal Number</b>	0456629
<b>Address</b>	444 Wilson Boulevard Arlington, VA 22222	<b>Title</b>	The Effect of Hydrogen and Water Vapor on the Oxidation of Chromia-Forming Alloys
<b>E-Mail</b>	name@nsf.gov	<b>Principal Investigator's Name</b>	Jeffrey W Fergus
<b>Office Phone</b>	(222) 333-4444	<b>Institution</b>	Auburn University

Demographic Information		<span style="border: 1px solid black; padding: 2px 5px;">Add/Update</span>	
<b>Race</b>	N/A		
<b>Ethnicity</b>	N/A	<b>Gender</b>	Male
<b>Citizenship</b>	N/A	<b>Disability</b>	N/A

**Figure 3 Proposal Review screen, Reviewer and Proposal Information section (upper portion of the screen).**

Proposal Evaluation Criteria
<p>Please provide detailed comments on the quality of this proposal with respect to <b>each</b> of the two NSF Merit Review Criteria identified below, noting specifically the proposal's strengths and weaknesses. As guidance, a list of potential considerations that you might employ in your evaluation follows each criterion. These considerations are suggestions and <b>not all will apply to any given proposal</b>. While you are expected to <b>separately address</b> each NSF Merit Review Criterion, you are requested to address only those considerations that are relevant to this proposal and for which you are qualified to make judgements.</p> <p>In addition, please provide an overall rating and <b>summary statement</b> that includes comments on the relative importance of the two criteria in assigning your rating. <b>Please note</b> that the criteria need not be weighted equally.</p> <p><b>What is the intellectual merit of the proposed activity?</b></p> <p>How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields? How well qualified is the proposer (individual or team) to conduct the project? (If appropriate, the reviewer will comment on the quality of prior work.) To what extent does the proposed activity suggest and explore creative, original, or potentially transformative concepts? How well conceived and organized is the proposed activity? Is there sufficient access to resources?</p> <p><b>What are the broader impacts of the proposed activity?</b></p> <p>Potential considerations: How well does the activity advance discovery and understanding while promoting teaching, training, and learning? How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geography, etc.)? To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships? Will the results be disseminated broadly to enhance scientific and technological understanding? What may be the benefits of the proposed activity to society?</p>

**Figure 4 Proposal Evaluation Criteria section of the Proposal Review screen.**

Your Potential Conflicts Of Interest
<p>If you have an affiliation or financial connection with the organization or person submitting this proposal that might be construed as creating a conflict of interest, please describe those affiliations or interests in the Conflict of Interest Section under "Prepare Review." Regardless of any such affiliations or interests, we would like to have your review unless you believe you cannot be objective. An NSF program official will examine any statement of affiliations or interests for the existence of conflicts. If you do not attach a statement we shall assume that you have no conflicting affiliations or interests.</p>

**Figure 5 Your Potential Conflicts of Interest section of the Proposal Review screen.**



### Your Obligation To Keep Proposals Confidential

The Foundation receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote from, or otherwise use or disclose to anyone, including your graduate students or post-doctoral or research associates, any material from any proposal you are asked to review. Unauthorized disclosure of confidential information could subject you to administrative sanctions. If you believe a colleague can make a substantial contribution to the review, please obtain permission from the NSF Program officer *before* disclosing either the contents of the proposal or the name of any applicant or principal investigator. When you have completed your review, please be certain to destroy the proposal.

**Figure 6 Your Obligation to Keep Proposals Confidential section of the Proposal Review screen.**

### Privacy Act And Public Burden Statements

The information requested on this reviewer form is solicited under the authority of the National Science Foundation Act of 1950, as amended. It will be used in connection with the selection of qualified proposals and may be disclosed to qualified reviewers and staff assistants as part of the review process, to government contractors, experts, volunteers and researchers as necessary to complete assigned work, to other government agencies needing information as part of the review process or in order to coordinate programs, and to another Federal agency, court or party in a court or Federal administrative proceeding if the government is a party. Fastlane permits you to add to or update the contact information we have on you as a reviewer. Information you choose to provide about yourself will be added to the Reviewer file and used to help select and contact potential candidates to serve as peer reviewers or advisory committee members. In addition to the disclosures described above, it may be disclosed to other Federal grant-making agencies needing the names of potential reviewers in particular fields. See Systems of Records, NSF-50, "Principal Investigator/Proposal File and Associated Records", 63 Federal Register 267 (January 5, 1998), and NSF-51, "Reviewer/Proposal File and Associated Records", 63 Federal Register 268 (January 5, 1998).

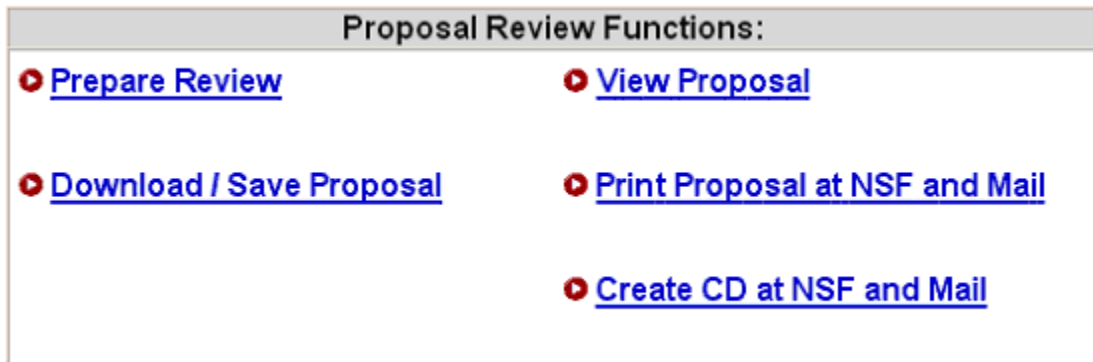
The Foundation does not otherwise disclose reviews and identities of reviewers who reviewed specific proposals to persons outside the government, except that verbatim copies of reviews without the name, affiliation, or other identifying information of the reviewer will be sent to the principal investigator. Submission of all requested information is voluntary.

Public reporting burden for this collection of information is estimated to average 5 hours per response, including the time for reviewing instructions. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

Suzanne H. Plimpton  
Reports Clearance Officer  
Division of Administrative Services  
National Science Foundation, Suite 295  
4201 Wilson Boulevard  
Arlington, VA 22230



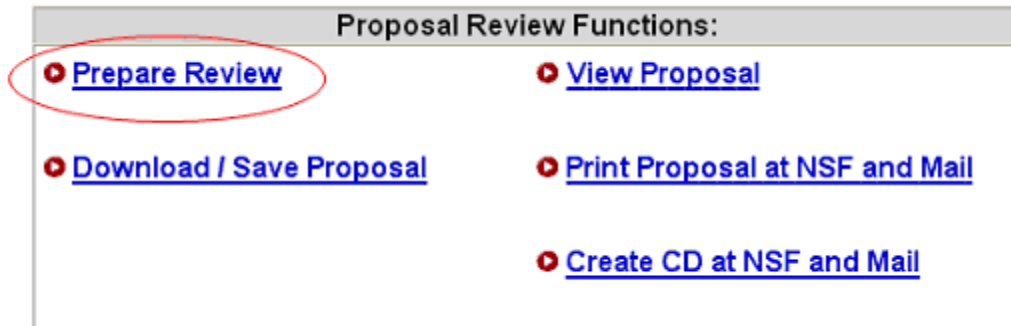
**Figure 7 Privacy Act and Public Burden Statements section of the Proposal Review screen.**



**Figure 8 Proposal Review Functions section of the Proposal Review screen.**

## Prepare a Proposal Review

1. Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).



**Figure 1** Lower portion of the Proposal Review screen. The Prepare Review link is circled.

2. On the **Proposal Review** screen (Figure 1), click **Proposal Review**. The **Proposal Evaluation Criteria** screen displays (Figure 2).

A screenshot of a web form titled "Proposal Evaluation Criteria". The form contains several paragraphs of text. The first paragraph asks for detailed comments on the quality of the proposal with respect to each of the two NSF Merit Review Criteria identified below, noting specifically the proposal's strengths and weaknesses. It provides guidance on how to address the criteria. The second paragraph asks for an overall rating and a summary statement that includes comments on the relative importance of the two criteria in assigning the rating. The third paragraph asks for comments on the intellectual merit of the proposed activity. The fourth paragraph asks for comments on the broader impacts of the proposed activity. The form is designed for a reviewer to provide detailed feedback on a proposal.

**Figure 2** Proposal Evaluation Criteria screen.

3. Click the **Continue** button at the bottom of the **Proposal Evaluation Criteria** screen. The **Proposal Review Form** screen displays (Figure 3).

## Proposal Review

National Science Foundation (NSF) seeks to support the most meritorious research whether basic or applied, to meet its statutory responsibilities. Reviews play a key role in the NSF's evaluation of research proposals. Please provide **both** written comments as well as summary rating on this Proposal, using the [Proposal Evaluation Criteria](#). Please also see [Conflicts of Interest](#), [Confidentiality of Proposals and Peer Reviews](#), and [Privacy Act and Public Burden Statements](#).

### Work in Progress

#### Information on Proposal Number: 9627996

Principal Investigator's Name: **Terry Domo**  
Institution: **NSF**  
Title: **e-Government Technical Challenges**

Please provide your e-mail address. So, cognizant NSF Program Officer can contact you regarding any questions he/she might have about your review.

☐ Please check this box if you want to receive an e-mail copy of your review.

**Note:** As with any form of electronic communication, NSF cannot guarantee privacy of the e-mail message during its transmission.

### Rating Section

- ☐ I am declining to review this proposal.  
☐ I am giving this proposal no rating.  
☒ I am rating this proposal (Please check rating below).

#### Overall Rating

- ☒ **Excellent** Outstanding proposal in all respects; deserves highest priority for support.  
☐ **Very Good** High quality proposal in nearly all respects; should be supported if at all possible.  
☐ **Good** A quality proposal, worthy of support.  
☐ **Fair** Proposal lacking in one or more critical aspects; key issues need to be addressed.  
☐ **Poor** Proposal has serious deficiencies.

What is the intellectual merit of the proposed activity?

What are the broader impacts of the proposed activity?

Summary Statement

Other Suggested Reviewers (Optional, Max. Characters: 480):

### Conflict of Interests

If you have an affiliation or financial connection with the institution or the person submitting this proposal that might be construed as creating conflicts of interest, please describe those affiliations or interests in the box below. Regardless of any such affiliations or interests, we would like to have your review unless you believe you cannot be objective. If you do not describe conflicts of interest in the box below we shall assume that you have no conflicting affiliations or interests.

Conflicts of Interest Text (Optional)

**Figure 3 Proposal Review Form screen.**

4. In the **Work in Progress** section (Figure 3), type your email address.
5. *If you want a copy of the review emailed to you*, click the radio button under the **eMail** box.
6. In the **Rating Section** (Figure 3), click the radio button for one of the three options.
7. *If you agreed to rate the proposal*, in the **Overall Rating** section (Figure 3), click the radio button for one of the ratings.
8. In the **What is the intellectual merit of this proposal** box (Figure 3), type your evaluation of the proposal's intellectual merit.
9. In the **What are the broader impacts of the proposal's activities** box (Figure 3), type your evaluation of the proposal's broader impacts.
10. In the **Summary Statement** box (Figure 3), type an evaluative summary. The summary should indicate the relative weight of the two criteria.
11. In the **Other Suggested Reviewers** box (Figure 3), type the names of any individuals that you think should review the proposal (optional).
12. In the **Conflicts of Interest** section (Figure 3), type an explanation of any conflict of interest that you may have in regard to this proposal. If you leave this box blank, NSF assumes there is no potential conflict of interest.

Once you have completed the Proposal Review form, you have two options:

- Submit the Proposal Review
- Save the Proposal Review for editing and submitting later

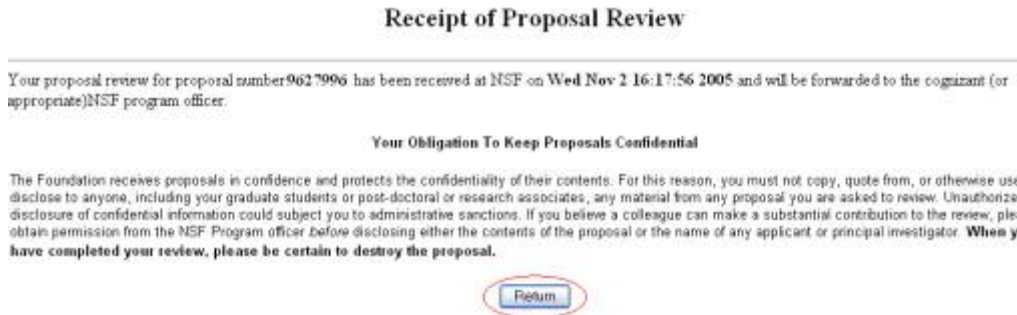
## Submit the Proposal Review

1. On the lower portion of the **Proposal Review Form** screen (Figure 4), click the **Submit Review** button. The **Receipt of Proposal Review** screen displays (Figure 5).



The image shows a web form interface. At the top, there is a label "Conflicts of Interest Text (Optional)" above a large, empty text input box. Below the text box, there are three buttons arranged horizontally: "Submit Review", "Save Review", and "Go Back". The "Submit Review" button is highlighted with a red circle.

**Figure 4 Lower portion of Proposal Review Form screen. The Submit Review button is circled.**



**Receipt of Proposal Review**

---

Your proposal review for proposal number 9627996 has been received at NSF on Wed Nov 2 16:17:56 2005 and will be forwarded to the cognizant (or appropriate) NSF program officer.

**Your Obligation To Keep Proposals Confidential**

The Foundation receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote from, or otherwise use or disclose to anyone, including your graduate students or post-doctoral or research associates, any material from any proposal you are asked to review. Unauthorized disclosure of confidential information could subject you to administrative sanctions. If you believe a colleague can make a substantial contribution to the review, please obtain permission from the NSF Program officer before disclosing either the contents of the proposal or the name of any applicant or principal investigator. **When you have completed your review, please be certain to destroy the proposal.**

[Return](#)

**Figure 5** Receipt of Proposal Review screen. The Return button is circled.

- Click **Return** (Figure 5). The **Proposal Review Log In** screen displays.

## Save the Proposal Review

- On the lower portion of the **Proposal Review Form** screen (Figure 6), click the **Save Review** button. The **Proposal Review Saved** screen displays (Figure 7).



**Conflicts of Interest Text (Optional)**

[Submit Review](#) [Save Review](#) [Go Back](#)

**Figure 6** Lower portion of Proposal Review Form screen. The Save Review button is circled.



**Proposal Review**

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Your review for proposal number 9627996 has been saved but not submitted. This review must be submitted later by the reviewer, to be considered by the program officer.

[Return](#)

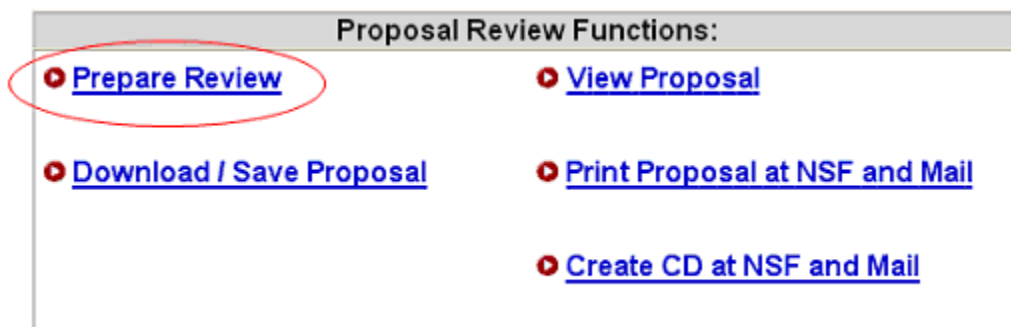
**Figure 7** Proposal Review Saved screen with a message that your proposal review has been saved.

- Click the **Return** button (Figure 7). The **Proposal Review** screen displays (Figure 1). To work on the Proposal Review again, see Access a Saved Proposal Review.



## Access a Saved Proposal Review

1. Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).



**Figure 1** Lower portion of the **Proposal Review** screen. The **Prepare Review** link is circled.

2. On the **Proposal Review** screen (Figure 1), click **Proposal Review**. The **Proposal Evaluation Criteria** screen displays (Figure 2).

**Proposal Evaluation Criteria**

Please provide detailed comments on the quality of this proposal with respect to **each** of the two NSF Merit Review Criteria identified below, noting specifically the proposal's strengths and weaknesses. As guidance, a list of potential considerations that you might employ in your evaluation follows each criterion. These considerations are suggestions and **not all will apply to any given proposal**. While you are expected to **separately address** each NSF Merit Review Criterion, you are requested to address only those considerations that are relevant to this proposal and for which you are qualified to make judgements.

In addition, please provide an overall rating and **summary statement** that includes comments on the relative importance of the two criteria in assigning your rating. **Please note** that the criteria need not be weighted equally.

**What is the intellectual merit of the proposed activity?**

How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields? How well qualified is the proposer (individual or team) to conduct the project? (If appropriate, the reviewer will comment on the quality of prior work.) To what extent does the proposed activity suggest and explore creative, original, or potentially transformative concepts? How well conceived and organized is the proposed activity? Is there sufficient access to resources?

**What are the broader impacts of the proposed activity?**

Potential considerations: How well does the activity advance discovery and understanding while promoting teaching, training, and learning? How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geography, etc.)? To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships? Will the results be disseminated broadly to enhance scientific and technological understanding? What may be the benefits of the proposed activity to society?

**Figure 2** Proposal Evaluation Criteria screen.

- Click the **Continue** button at the bottom of the **Proposal Evaluation Criteria** screen. The **Proposal Review Form** screen displays (Figure 3) as you had saved it. To edit the review, see [Prepare a Proposal Review](#), Step 4 through Step 12. To submit the review, see [Submit a Review](#).

**Proposal Review**

National Science Foundation (NSF) seeks to support the most meritorious research whether basic or applied, to meet its statutory responsibilities. Reviewers play a key role in the NSF's evaluation of research proposals. Please provide both written comments as well as summary rating on this Proposal, using the [Proposal Evaluation Criteria](#). Please also see [Conflicts of Interest](#), [Confidentiality of Proposals and Peer Reviews](#), and [Privacy Act and Public Burden Statements](#).

**Work in Progress**

Information on Proposal Number: 9627996

Principal Investigator's Name: Terry Demo  
 Institution: NSF  
 Title: e-Government Technical Challenges

Please provide your e-mail address. So, cognate NSF Program Officer can contact you regarding any questions he/she might have about your review.  
 my@nsf.gov  
☐ Please check this box if you want to receive an e-mail copy of your review.  
 Note: As with any form of electronic communication, NSF cannot guarantee privacy of the e-mail message during its transmission.

**Rating Section**

☐ I am declining to review this proposal.  
☐ I am giving this proposal no rating.  
☒ I am rating this proposal (Please check rating below).

**Overall Rating**

☒ **Excellent** Outstanding proposal in all respects, deserves highest priority for support.  
☐ **Very Good** High quality proposal in nearly all respects, should be supported if at all possible.  
☐ **Good** A quality proposal, worthy of support.  
☐ **Fair** Proposal lacking in one or more critical aspects, key issues need to be addressed.  
☐ **Poor** Proposal has serious deficiencies.

**What is the intellectual merit of the proposed activity?**  
 Type the intellectual merit here.

**What are the broader impacts of the proposed activity?**  
 Type the broader impacts here.

**Summary Statement**  
 Type the summary statement here.

**Other Suggested Reviewers (Optional, Max. Characters: 480):**  
 List other suggested reviewers here.

**Conflict of Interests**  
 If you have an affiliation or financial connection with the institution or the person submitting this proposal that might be construed as creating conflicts of interest, please describe those affiliations or interests in the box below. Regardless of any such affiliations or interests, we would like to have your review unless you believe you cannot be objective. If you do not describe conflicts of interest in the box below we shall assume that you have no conflicting affiliations or interests.

**Conflicts of Interest Text (Optional)**

**Figure 3 Proposal Review Form screen.**



## Edit Your Information with NSF

1. Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).

### Proposal Review

Reviewer Information		Edit		Proposal Information	
Name	Professor Brian Gleeson	Proposal Number	0456629	Title	The Effect of Hydrogen and Water Vapor on the Oxidation of Chromia-Forming Alloys
Address	444 Wilson Boulevard Arlington, VA 22222	Principal Investigator's Name	Jeffrey W Fergus	Institution	Auburn University
E-Mail	name@nsf.gov				
Office Phone	(222) 333-4444				

Demographic Information				Add/Update
Race	N/A			
Ethnicity	N/A	Gender	Male	
Citizenship	N/A	Disability	N/A	

**Figure 1** Top portion of the **Proposal Review** screen. The **Edit** button is circled.

2. On the **Proposal Review** screen (Figure 1), click the **Edit** button. The **Reviewer's Information** screen displays (Figure 2).

## Reviewer's Information

Title:  Suffix:  (Jr., Sr., III )

Last Name: **Gleeson**

First Name: **Brian** Middle Initial:

Please fill only 4 lines from the following 6 lines

Department Line 1:

Department Line 2:

Institution Line 3:

Institution Line 4:

Building Line 5:

Street Line 6:

Please check a radio button and enter either a US address or a Foreign address

☒ US Address
 ☐ Foreign Address

If you have checked US Address radio button then enter the US address

US City:

US State:

Zip:

If you have checked Foreign Address radio button then enter the foreign address

Foreign City/Code:

Foreign Country:

(Overseas - Please do not include your country code)

Office Phone:  (10 digits) Extension:

Department Phone:  (10 digits) Extension:

Fax Number:  Home Phone:

E-Mail:

URL Address:

**Figure 2 Reviewer's Information screen. The Save button is circled.**

3. Change the information as you require (Figure 2).
4. Click the **Save** button (Figure 2). A screen displays (Figure 3) with the message that your information, as changed, has been saved.

**Your information has been changed on the NSF database.**

Continue

**Figure 3** Screen with the message that the changed information has been saved.

## Update Your Demographic Information

See [Demographic Information: What and Why?](#) and the [Privacy Act and Public Burden Statements](#) for an explanation of the categories of demographic information and how NSF uses this information.

All categories are optional.

1. Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).

**Proposal Review**

Reviewer Information		Proposal Information	
<input type="button" value="Edit"/>		<b>Proposal Number</b>	0456629
<b>Name</b>	Professor Brian Gleeson	<b>Title</b>	The Effect of Hydrogen and Water Vapor on the Oxidation of Chromia-Forming Alloys
<b>Address</b>	444 Wilson Boulevard Arlington, VA 22222	<b>Principal Investigator's Name</b>	Jeffrey W Fergus
<b>E-Mail</b>	name@nsf.gov	<b>Institution</b>	Auburn University
<b>Office Phone</b>	(222) 333-4444		

Demographic Information			
			<input type="button" value="Add/Update"/>
<b>Race</b>	N/A		
<b>Ethnicity</b>	N/A	<b>Gender</b>	Male
<b>Citizenship</b>	N/A	<b>Disability</b>	N/A

**Figure 1** Top portion of the Proposal Review screen. The Add/Update button is circled.

2. In the **Demographic Information** section of the **Proposal Review** screen (Figure 1), click the **Add/Update** button. The **Please Add/Update Your Demographic Information** screen displays (Figure 2).

**Please add/update your Demographic Information**

Demographic data allows NSF to gauge whether our programs and other opportunities in science and technology are fairly reaching and benefiting everyone regardless of demographic category; to ensure that those in under-represented groups have the same knowledge of and access to programs, meetings, vacancies, and other research and educational opportunities as everyone else.

Privacy Act : [Why this information is being requested](#)

**Disability (select one or more)**

If you do not wish to provide this information, do not check any boxes

☐ Hearing Impairment

☐ Visual Impairment

☐ Mobility/Orthopedic Impairment

☐ Other (Enter Description)

☒ None

**Ethnicity (choose one)**

[Ethnicity Definitions](#)

☐ Hispanic or Latino

☐ Not Hispanic or Latino

☒ Do not wish to provide

**Race (select one or more)**

If you do not wish to provide this information, do not check any boxes

[Race Definitions](#)

☐ American Indian or Alaskan Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☐ White

**Citizenship (choose one)**

☒ U.S. Citizen

☐ Permanent Resident

☐ Other non-U.S. Citizen

☐ Do not wish to provide

**Gender**

☐ Male

☐ Female

☒ Do not wish to provide

**Figure 2 Please Add/Update Your Demographic Information screen. The Save button is circled.**

3. Add to or change the demographic information as you require.
4. Click the **Save** button (Figure 2). The **Demographic Information** screen displays (Figure 3) with the message that the changes have been saved.

## Demographic Information

Your Demographic Information has been updated

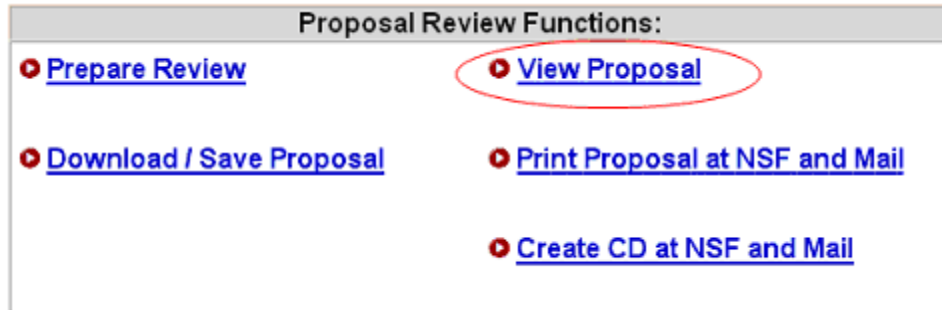
**Figure 3 Demographic Information screen.**

pd\_proposal\_review

5. Click the **Continue** button (Figure 3). The **Proposal Review** screen displays (Figure 1).

## View a Proposal

1. Access the **Proposal Review** screen (Figure 1) (see [Log in to Proposal Review](#)).



**Figure 1** Lower portion of the Proposal Review screen. The View Proposal link is circled.

2. On the **Proposal Review** screen (Figure 1), click **View Proposal**. The **View/Print Proposal** screen displays (Figure 2). You have these options on the **View/Print** screen:
  - [View the entire proposal](#)
  - [View a section of the proposal](#)

## View/Print Proposal

Please click on the radio button next to the form that you want to view/print. Then press the "View" button at the bottom of the page. Please be patient, it may take a minute to process all of the data. You must have the Adobe Acrobat Reader installed on your computer in order to view/print these forms in PDF format. If you do not have the Reader installed, refer to [Using Adobe Acrobat Viewer for Printing](#) for information on locating and installing the Reader. **If you encounter "an error occurred while trying to use this document" message after selecting a form or the "View Entire Proposal" option and clicking on the "View" button, please read [Common Printing Problems](#).**

9627996

---

<input type="radio"/> Table of Contents	<input type="radio"/> Cover Sheet
<input type="radio"/> Budget	<input type="radio"/> Current and Pending Support
<input type="radio"/> Facilities and Equipment	<input type="radio"/> References Cited
<input type="radio"/> Project Summary	<input type="radio"/> Project Description
<input type="radio"/> Biographical Sketches	<input type="radio"/> Supplemental Docs
<input checked="" type="radio"/> <b>View Entire Proposal</b>	

---

View

**Figure 2 View/Print Proposal screen. The radio button for View Entire Proposal and the View button are circled.**

### View the Entire Proposal

1. On the **View/Print Proposal** screen (Figure 2), click the radio button for View Entire Proposal. The proposal displays in PDF format (Figure 3). If you need Adobe Reader, see [Adobe Reader for FastLane](#).



**COVER SHEET FOR PROPOSAL TO THE NATIONAL SCIENCE FOUNDATION**

PROGRAM ANNOUNCEMENT/SOLICITATION NO.:CLOSING DATE:if not in response to a program announcement/solicitation enter NSF 04-23				FOR NSF USE ONLY	
NSF 03-2				NSF PROPOSAL NUMBER	
FOR CONSIDERATION BY NSF ORGANIZATION UNIT(S) (Indicate the most specific unit known, i.e. program, division, etc.)				<b>9627996</b>	
CNS - INFORMATION TECHNOLOGY RESEARCH					
DATE RECEIVED	NUMBER OF COPIES	DIVISION ASSIGNED	FUND CODE	DUNS# (Data Universal Numbering System)	FILE LOCATION
01/19/2003	17	05050000 NCR	1640	1122334447777	10/17/2005 3:03pm
EMPLOYER IDENTIFICATION NUMBER (EIN) OR TAXPAYER IDENTIFICATION NUMBER (TIN)		SHOW PREVIOUS AWARD NO. IF THIS IS <input type="checkbox"/> A RENEWAL <input type="checkbox"/> AN ACCOMPLISHMENT-BASED RENEWAL		IS THIS PROPOSAL BEING SUBMITTED TO ANOTHER FEDERAL AGENCY? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES, LIST ACRONYM(S)	
NAME OF ORGANIZATION TO WHICH AWARD SHOULD BE MADE NSF			ADDRESS OF Awardee ORGANIZATION, INCLUDING 9 DIGIT ZIP CODE Arlington, VA 222301000 US		
AWARDEE ORGANIZATION CODE (if known)					
4102852000					

**Figure 3 Proposal in PDF format. The Print icon is circled.**

2. To print the proposal, click the Print icon on the screen. The proposal prints in its entirety.

### View a Section of the Proposal

1. On the **View/Print Proposal** screen (Figure 4), click the radio button for the section of the proposal you want to view. The proposal section displays in PDF format (Figure 5). If you need Adobe Reader, see [Adobe Reader for FastLane](#).

## View/Print Proposal

Please click on the radio button next to the form that you want to view/print. Then press the "View" button at the bottom of the page. Please be patient, it may take a minute to process all of the data. You must have the Adobe Acrobat Reader installed on your computer in order to view/print these forms in PDF format. If you do not have the Reader installed, refer to [Using Adobe Acrobat Viewer for Printing](#) for information on locating and installing the Reader. **If you encounter "an error occurred while trying to use this document" message after selecting a form or the "View Entire Proposal" option and clicking on the "View" button, please read [Common Printing Problems](#).**

9627996

---

<input type="radio"/> Table of Contents	<input type="radio"/> Cover Sheet
<input checked="" type="radio"/> Budget	<input type="radio"/> Current and Pending Support
<input type="radio"/> Facilities and Equipment	<input type="radio"/> References Cited
<input type="radio"/> Project Summary	<input type="radio"/> Project Description
<input type="radio"/> Biographical Sketches	<input type="radio"/> Supplemental Docs
<input type="radio"/> View Entire Proposal	

---

View

**Figure 4 View/Print Proposal screen. The radio button for Budget and the View button are circled.**

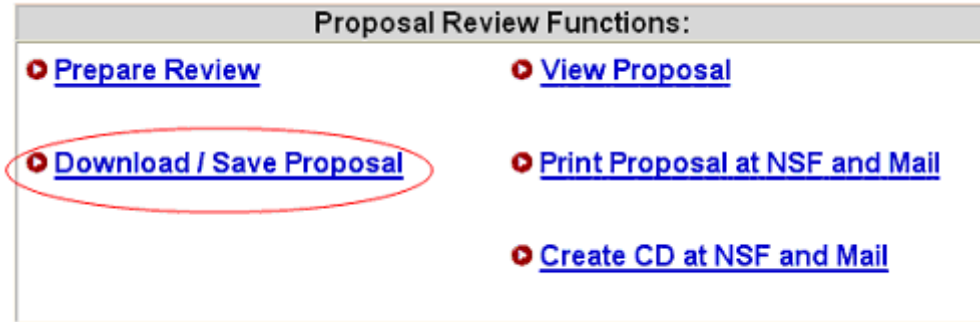
SUMMARY PROPOSAL BUDGET YEAR 1					
ORGANIZATION				FOR NSF USE ONLY	
NSF				PROPOSAL NO.	DURATION (months)
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR				AWARD NO.	Proposed / Granted
Terry Demo					
A. SENIOR PERSONNEL: PIPD, Co-PI's, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)				NSF Funded Personnel (in \$)	
				CAL	ACAD
				SUMR	Funds Requested By proposer
					Funds granted by NSF (if different)
1. Terry Demo - PI				1,000	0,000
2.					
3.					
4.					
5.					
6. ( 0 ) OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)				0,000	0,000
7. ( 1 ) TOTAL SENIOR PERSONNEL (1 - 6)				1,000	0,000
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1. ( 0 ) POST DOCTORAL ASSOCIATES				0,000	0,000
2. ( 0 ) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)				0,000	0,000
3. ( 0 ) GRADUATE STUDENTS					0
4. ( 0 ) UNDERGRADUATE STUDENTS					0
5. ( 0 ) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)					0
6. ( 0 ) OTHER					0
TOTAL SALARIES AND WAGES (A + B)					10,000
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					0

Figure 5 Summary Proposal Budget in PDF format.

- To print the section, click the Print icon on the screen. The proposal section prints.

## Download and Save a Proposal

1. Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).



**Figure 1** Lower portion of the Proposal Review screen. The Download/Save Proposal link is circled.

2. On the **Proposal Review** screen (Figure 1), click **Download/Save Proposal**. The **Download File** window displays (Figure 2).

<b>Name</b>	Hamilton A. Hennen	<b>Title</b>	e-Government Technical Challenges
<b>Address</b>	National Science Foundation Division of Information Systems 4201 Wilson Boulevard Arlington, VA 22230	<b>Principal Investigator's Name</b>	Terry Demo
<b>E-Mail</b>	hhp@		
<b>Office Phone</b>	(703)		

<b>Demographic</b>	
<b>Race</b>	
<b>Ethnicity</b>	N/A
<b>Citizenship</b>	None

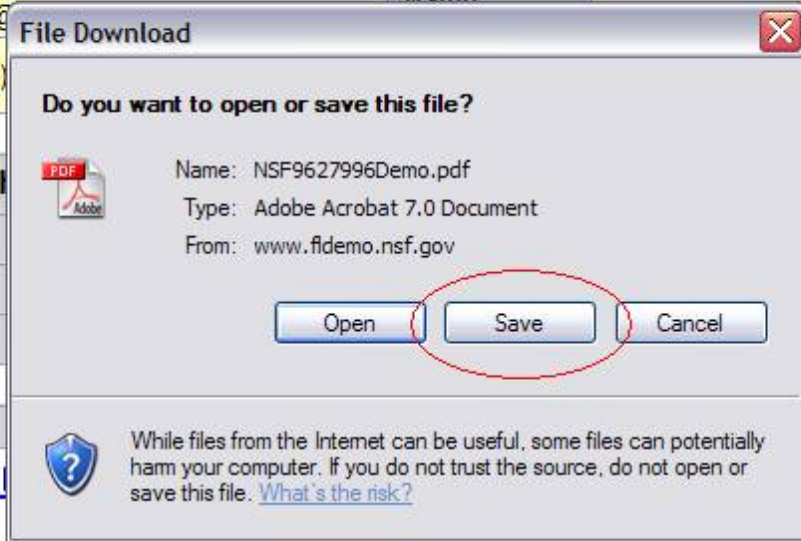
  

• [Prepare](#)

• [Download / Save Proposal](#)

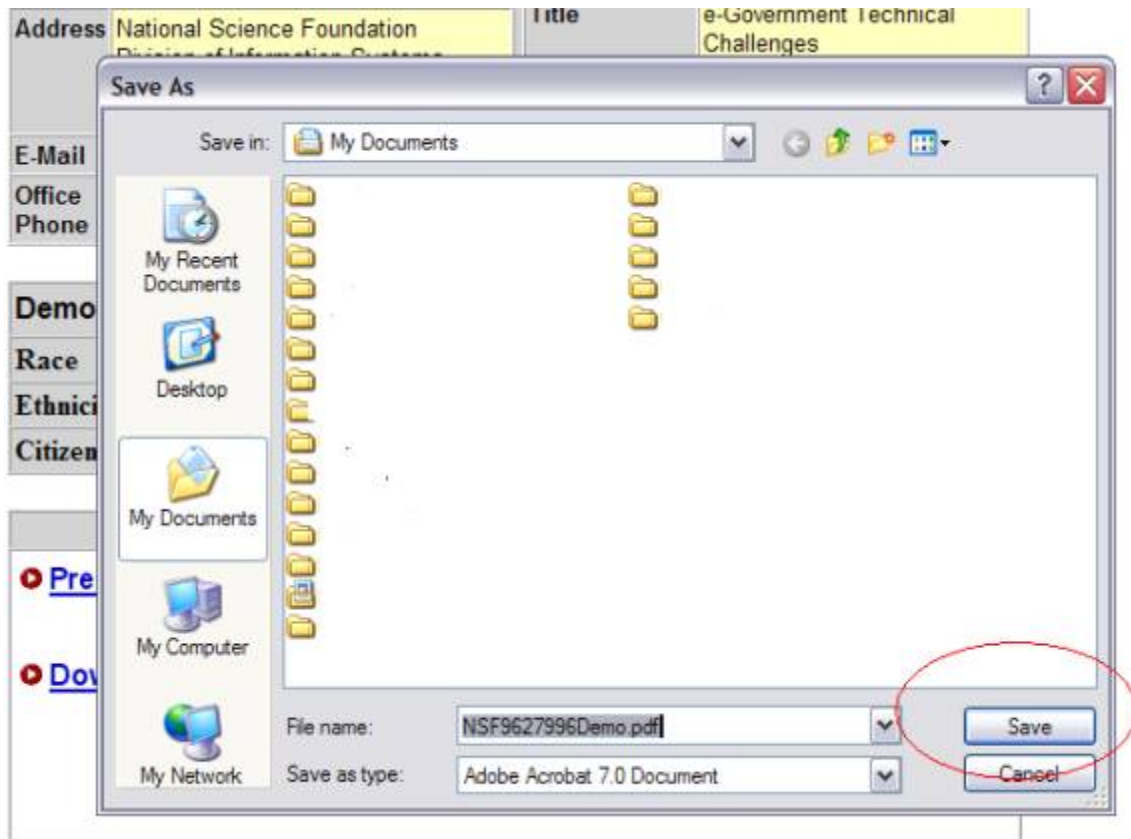
• [Print Proposal at NSF and Mail](#)

• [Create CD at NSF and Mail](#)



**Figure 2** File Download window. The Save button is circled.

3. Click the **Save** button (Figure 2). The **Save As** window displays (Figure 3).



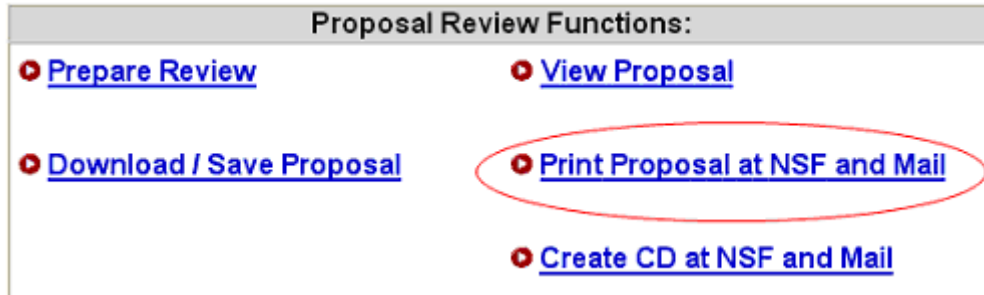
**Figure 3 Save As window. The Save button is circled.**

4. In the **File** Name box (Figure 3), give the proposal a title and select the section of your computer you want to save it to.
5. Click the **Save** button (Figure 3). The proposal downloads to your computer as a PDF file. After completion of the download, the **Proposal Review** screen displays (Figure 1).

## Print Proposal at NSF and Mail

## Print Proposal at NSF and Mail

1. Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).



**Figure 1** Lower portion of the Proposal Review screen. The Print Proposal at NSF and Mail link is circled.

2. Click **Print Proposal at NSF and Mail** (Figure 1). The **Print on Demand Submit Request** screen displays (Figure 2).

**Figure 2** Print on Demand Submit Request screen. The Submit Request button is circled.

3. In the **Reviewer Name** section (Figure 2), check to see that your name and address as displayed are correct. If it is incorrect, update your information.
4. *If you want NSF to send the proposal to a different address than the one displayed in the **Reviewer Name** section, type the new address in the boxes provided.*
5. Click **Submit Request** button (Figure 2). The **Proposal Print Request** screen displays (Figure 3) with your address and the message that the request has been submitted.

**Figure 3** Proposal Print Request screen. The Return to Proposal Review button is circled.

6. Click **Return to Proposal Review** (Figure 3). The **Proposal Review** screen displays (Figure 1).



## Update Information for Printing at NSF

1. Access the **Print on Demand Submit Request** screen (Figure 1) (see Print at NSF and Mail, Step 1 and Step 2).

### Print On Demand Submit Request

Thank you for your request. NSF will print and place your proposals in the mail within two business days of your request. Domestic mail will be sent first class, foreign mail will be sent mail. If the information below is correct, press 'Submit Request'. A request number will be generated and displayed.

**Reviewer Name:** Hamilton A. Hofherr

Reviewer's Permanent Address Information:

National Science Foundation  
Division of Information Systems  
4201 Wilson Boulevard  
Arlington, VA 22230

Update Reviewer Information

Type below if the mailing address is different from the above:

(This address will be used for the mailing of this request ONLY and will not be saved in the reviewer's information)

**Hamilton A. Hofherr**

Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/> (If foreign address, skip it)
Zip Code	<input type="text"/> (If foreign address, skip it)
Country	<input type="text"/>

The following proposal will be included in your print request.

Proposal Id	PI Name
9627996	Terry Demo
<b>Total: 1</b>	

Submit Request

Go Back



**Figure 1 Print on Demand Submit Request screen. The Update Reviewer Information button is circled.**

2. In the **Reviewer Name** section of the **Print on Demand Submit Request** screen (Figure 1), click **Update Reviewer Information**. The **Reviewer's Information** screen displays (Figure 2).

**Figure 2 Reviewer's Information screen. The Save button is circled.**

3. Change the information as you require (Figure 2).
4. Click the **Save** button (Figure 2). A screen displays with the message that your information has been saved (Figure 3).

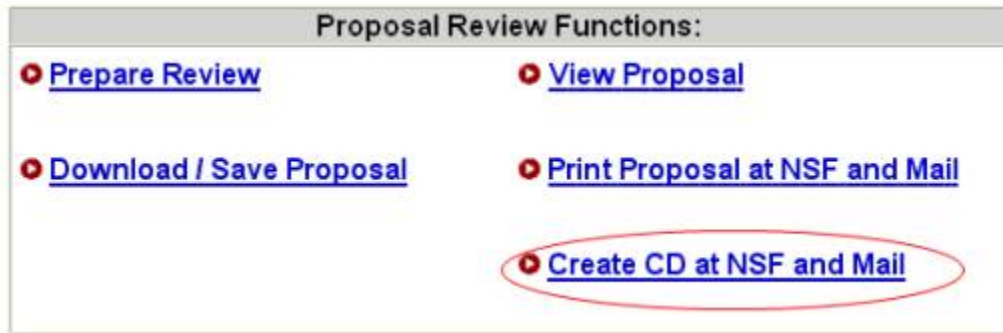
**Figure 3 Screen with the message that your information has been saved.**

5. Click the **Continue** button (Figure 3). The **Print on Demand Submit Request** screen displays (Figure 1).

## Create CD at NSF and Mail

### Create a CD at NSF and Mail

1. Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).



**Figure 1** Lower portion of the Proposal Review screen. The Create CD at NSF and Mail link is circled.

2. On the **Proposal Review** screen (Figure 1), click **Create CD at NSF and Mail**. The **CD on Demand Submit Request** screen displays (Figure 2).

## CD On Demand Submit Request

Thank you for your request. NSF will copy your proposals on CD and place it in the mail within two (2) business days of your request. Domestic mail will be sent first class, foreign mail will be sent air mail. If the information below is correct, press 'Submit Request'. A request number will be generated and displayed.

**Reviewer Name:** Brian Gleeson

Reviewer's Permanent Address Information:

444 Wilson Boulevard  
Arlington, VA 22222

Update Reviewer Information

Type below if the mailing address is different from the above:

(This address will be used for the mailing of this request ONLY and will not be saved in the reviewer's information)

**Brian Gleeson**

Address Line 1  
Address Line 2  
Address Line 3  
City  
State  
Zip Code  
Country

(If foreign address, skip it)

(If foreign address, skip it)

The following proposal(s) will be included in your CD request.

Prop No.	PI Last Name	Information Message
0456629	Fergus	

Total Proposals: 1

Submit Request

Go Back

**Figure 2 CD on Demand Submit Request screen. The Submit Request button is circled.**

3. In the **Reviewer Name** section (Figure 2), check to see that your name and address as displayed are correct. If they are incorrect, update your information.
4. *If you want NSF to send the proposal to a different address than the one displayed in the **Reviewer Name** section, type the new address in the boxes provided (Figure 2).*
6. Click the **Submit Request** button (Figure 2). The **CD on Demand Submit Request Confirmation** screen displays (Figure 3) with your address and the message that the request has been submitted.

## CD On Demand Submit Request Confirmation

The following mailing address will be used for this CD request. If you wish to change it press the Back button on your browser and re-enter the correct mailing address. Press 'Continue' to submit the request.

Reviewer Name: Brian Gleeson

Reviewer's Mailing Address:

444 Wilson Boulevard  
Arlington, VA 22222

The following proposal(s) will be included in your CD request.

Prop No.	PI Last Name	Information Message
0456629	Fergus	

Total Proposals: 1

Continue

Cancel

**Figure 3** CD on Demand Submit Request Confirmation screen. The Continue button is circled.

- Click the **Continue** button (Figure 3). A screen displays with the message that the request is submitted.

## Update Personal Information for CD on Demand

1. Access the **CD on Demand Submit Request** screen (Figure 1) (see Create a CD at NSF and Mail, Steps 1 and 2).

**CD On Demand  
Submit Request**

Thank you for your request. NSF will copy your proposals on CD and place it in the mail within two (2) business days of your request. Domestic mail will be sent first class, foreign mail will be sent air mail. If the information below is correct, press 'Submit Request'. A request number will be generated and displayed.

**Reviewer Name:** Brian Gleeson

Reviewer's Permanent Address Information:

444 Wilson Boulevard Arlington, VA 22222
---

**Figure 1** CD on Demand Submit Request screen. The Update Reviewer Information button is circled.

2. On the **CD on Demand Submit Request** screen (Figure 1), click the **Update Reviewer Information** button. The **Reviewer's Information** screen displays (Figure 2).

### Reviewer's Information

Title:  Suffix:  (Jr., Sr., III)

Last Name: **Gleeson**

First Name: **Brian** Middle Initial:

Please fill only 4 lines from the following 6 lines

Department Line 1:

Department Line 2:

Institution Line 3:

Institution Line 4:

Building Line 5:

Street Line 6:

Please check a radio button and enter either a US address or a Foreign address

☒ US Address
 ☐ Foreign Address

If you have checked US Address radio button then enter the US address

US City:

US State:

Zip:

If you have checked Foreign Address radio button then enter the foreign address

Foreign City/Code:

Foreign Country:

(Overseas - Please do not include your country code)

Office Phone:  (10 digits) Extension:

Department Phone:  (10 digits) Extension:

Fax Number:  Home Phone:

E-Mail:

URL Address:

**Figure 2 Reviewer's Information screen. The Save button is circled.**

3. Change the information as you require (Figure 2).
4. Click the **Save** button (Figure 2). A screen displays with the message that your information has been saved (Figure 3).

**Your information has been changed on the NSF database.**

**Figure 3 Screen with the message that your information has been saved.**

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